



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: November 1, 2018

CLOSING DATE: November 16, 2018

COUNTY JOB TITLE: CASEWORKER I

PAY GRADE: NB11

BARGAINING UNIT: NON-BARGAINING

DEPT: Human Services – D&A*
240 West 11th Street, Suite #B-050
Erie, PA 16501

PAY RANGE: \$18.17/hour \$35,432/annual – Minimum
\$31.86/hour \$62,127/annual – Maximum

HOURS PER WEEK: 37.5
Monday – Friday, 8:30 a.m. – 5:00 p.m.

PROCEDURE TO APPLY: Please read the “How to Apply” section on the www.eriecountypa.gov website under the “View Job Postings” link below before applying.

Please submit a County Employment Application, Bid Form and Resume stating your qualifications to:
Department of Human Services, Human Resources Dept.
240 West 11th Street, Suite #120, Erie, PA 16501
FAX: 814-451-6859

Application materials must be received by or postmarked on or before: **Friday, November 16, 2018.**

The “How to Apply” section, applications and bid forms can be found on/downloaded from www.eriecountypa.gov. Click on the “View Job Postings” link from the home page to locate information/documents. Completed forms can be hand delivered or mailed to the above address or sent via fax.

Inquiries related specifically to job duties and responsibilities may be directed to David Sanner @ 814-451-6890 or April Bush @ 814-451-6874.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.

ALL NEW HIRES IN THE DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

All applicants must meet the minimum experience and training (METs) required for the job. The METs for this position are either: A bachelor’s degree in chemical dependency, sociology, social welfare or a related field; and one year direct service experience performing counseling or case management work in an alcohol or drug treatment setting; **OR**, A bachelor’s degree which includes 18 college credits in sociology, social welfare, psychology or other related social sciences and one year direct service experience performing counseling or case management work in an alcohol or drug treatment setting; **OR**, Any equivalent combination of experience and training.

(continued on reverse)

Functional Statement: This is professional work in the field of drug and alcohol (D&A) providing a full range of case management services to families involved with the Office of Children and Youth.

DUTIES/RESPONSIBILITIES

1. Conduct intake interviews for purposes of client assessment.
2. Determine level of care based on placement guidelines.
3. Coordinate and assist with accessing treatment and ancillary services.
4. Monitor services to D&A clients, assuring appropriateness of services and coordination of services.
5. See that clients are admitted into the D&A system at the appropriate level of care.
6. Recommend cases for specialized D&A services, as indicated.
7. Attend provider staffings, interagency teams, and other clinical reviews, as necessary, to assure appropriateness and coordination of D&A services to clients served.
8. Represent Agency at public education sessions, interagency teams, or other forums as needed.
9. Complete studies, surveys of records, waiting lists, or other aspects of client care, as needed.
10. Attend mandated trainings as required by the Department of Drug and Alcohol Programs (DDAP).
11. Establish and maintain case management records on all D&A clients.
12. Complete reports and document services, as necessary.
13. Recommend authorization of services for clients served.
14. Assist in gathering and processing statistics as needed by DDAP and other agencies prior to State mandated guidelines and procedures.
15. Perform other duties as assigned by supervisor.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

*Drug & Alcohol

*****This position is subject to the provisions of the Erie County Employee Handbook*****